

MLTI

Apple IDs for Students

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Summary:

MLTI schools will need to enroll in the Apple ID for Students program in order to request and manage Apple IDs for students under the age of 13. This document covers the process to enroll in the program and manage Apple IDs.

Requirements:

- Enrollment in Apple Deployment Programs
- Basic Information for students under the age of 13

Description:

This document provides the steps necessary for a school to enroll in the Apple ID for students program and manage Apple IDs for students under 13 years of age. Students 13 years of age or older who do not currently have an Apple ID can obtain one without a credit card through the standard consumer process which is also described in this document.

This document is broken down into 4 sections:

- Enrolling in Apple Deployment Programs
- Managing Requests for Apple IDs at Your Institution
- 13+ Apple ID creation process
- Resources

Enrolling in Apple Deployment Programs

To begin the enrollment process, go to deploy.apple.com and provide the following information:

Important Information About Enrolling

- The Program Agent, who will be completing the enrollment, must have signing authority and be able to bind the school or district to the program terms.
- Good examples of a Program Agent are Superintendent, Principal, Vice Principal, and Director.
- Title provided must match publicly available information (district webpage).
- If the email address provided is already in use for an existing Apple ID, you'll be asked to provide a new email address.

- Contact information, including address, phone number, and email address.

The email address you provide must be associated with your institution. This email address will be used to create a new, *never been used* Apple ID that you will use to sign in to Apple

Deployment Programs services, such as the Education Volume Purchase Program and Apple ID for Students. Consumer email addresses such as Gmail or Yahoo! Mail will not be accepted.

- **Apple Deployment Programs Apple ID.**

After submitting your contact information, you will receive additional instructions via email for completing the Apple ID setup.

- **Verification contact.**

This information will be used to verify that you have the legal authority to sign for and bind your organization to the Apple ID for Students enrollment.

- **Institution information.**

Enter address information, including zip code, for your school and choose your institution from the list or, if not listed, provide the institution name.

- **Apple customer number.**

This is the account number assigned to your institution by Apple which is used to purchase Apple hardware or software. It is required to verify your institution's eligibility for enrollment. If you don't know this number, contact your purchasing agent or finance department.

Submit Enrollment

After you submit your enrollment, Apple will review the information you provided. This process can take up to five business days. You'll be notified when verification is complete. Apple will contact you if additional information is needed.

Set Up

Once your enrollment is complete, you'll be given access to the Apple Deployment Programs Admin manager within the Apple Deployment Programs website deploy.apple.com, where you can create locations and Administrator accounts for your institution. Administrators are individuals within your institution who are authorized by you to request Apple IDs for students under 13 on behalf of your institution for a specific location. In many cases, you will need to request Apple IDs for students under 13 at multiple locations, for example, at various schools within your district. Locations allow you to associate specific administrators for each individual school.

Add or Edit Locations

To add or edit locations, sign in to the Apple Deployment Programs website and choose Locations from the menu on the left. To add a location, choose Add Location. You will be asked to provide the name and address information for each new location. To edit a location, click the location name to display the Location editor.

Add or Edit Administrators

To add or edit administrators, sign in to the Apple Deployment Programs website and choose Admins from the menu on the left. To add an administrator, choose Add Admin Account. You will then be asked to provide a name, email address, and location for your new administrator. You can create as many administrator accounts as you'd like. A large K–12 district, for example, may wish to have one or more administrators per location.

Note: If you have also enrolled your institution in the Volume Purchase Program for Education or the Device Enrollment Program, you can assign new administrators to manage these services as well. You can also allow an administrator to create other administrators.

Important Information About Administrators

- You must provide an email address for each administrator you create. The email address you provide will be used to create a new Apple ID.
- If the email address provided is already in use for an existing Apple ID, you'll be asked to provide a new email address.
- Do not use an existing personal Apple ID to administer an account. An administrator Apple ID cannot be used to sign in to the iTunes Store or any other Apple service.

Managing Requests for Apple IDs at Your Institution

The Apple ID for Students administrative website provides a streamlined process for requesting Apple IDs. Sign in to the Apple ID for Student administrative website at edu-appleid.apple.com/admin. Use an administrator Apple ID that was created through the Apple Deployment Programs Admin manager. Once signed in, you will have three options:

- search for a student or students to determine if parental consent has been completed
- request a new Apple ID by importing a list of students
- review previous requests, organized by batches.

Follow these steps to request Apple IDs for your students:

1. Prepare Apple ID request.

To create new Apple ID accounts, you will need to upload a correctly formatted, comma-separated value (CSV) file containing a list of students who need Apple IDs. To download a template, go to Import Accounts and click Download Account Template. To edit the template, use an application such as Numbers, Microsoft Excel, or another application that can save CSV files. To complete the template, you will need to provide the batch number or batch name, language (enter US-EN), student name, student Apple ID, student date of birth, and the parent or guardian email address for each student request.

2. Upload list of students.

Once you have prepared a list of students, upload the CSV file. Apple will immediately begin processing your request. Depending on the size of the request, uploading and processing the file can take several hours. Once the file is uploaded, you can view the status of your request at any time. After the file has been processed, any errors will be displayed. You can download a CSV error file to troubleshoot the error. If necessary, upload a new request with the corrected information to complete the Apple ID request. Unless a new batch number or name is provided, the new request will be appended to an existing batch.

3. Parent or guardian reviews request.

After the request has been processed, Apple will send an email to the parent or guardian of each student for whom you are requesting an Apple ID. The email contains detailed instructions for reviewing the request, a temporary password the parent or guardian can use to access their student's information, and a unique web address that will take the parent or guardian to an online consent form.

4. Check status of parental consent.

After a parent or guardian has reviewed the information for their student and has provided verifiable consent, the Apple ID for that student will be created. To check the status of the request, go to Search on the Apple ID for Students administrative website at [edu-appleid.apple.com/admin](https://appleid.apple.com/admin). You can search by Name, Unique ID, Apple ID, or Batch, as follows:

- Search by Name. For name searches, you can use partial names, with a minimum of four characters for the first and last names. For example, a search on partial name “jimm appl” will return both Jimmy Appleseed and Jimmy Appleblossom.
- Search by Unique ID. When you request an Apple ID for a student, Apple creates a unique ID that can always be used to find the student’s account. For example, if a student, parent, or guardian prefers the first name Johnny instead of Jimmy and were to change the student’s name to Johnny during the consent process, searching for Jimmy would return no results for that student. In this case the Unique ID could be used to find the student, regardless of any changes that may have been made to the student’s information.
- Search by Apple ID. This allows you to search by the Apple ID you provided during your initial request. The search will return only exact results.
- Search by Batch. Searching by batch is similar to searching by name, but limits the search to a particular batch request. For example, you may want to limit a search for a specific Jimmy Appleseed who was part of batch two.
- You can also get a complete status list for a specific batch by going to Batches on the administrative website at edu-appleid.apple.com/admin and downloading the CSV file for that batch.

Note: Parents or guardians can provide consent through the online consent form throughout the day. You may need to download batches frequently to ensure you have the most up-to-date information.

Apple ID creation process for MLTI participants (Age 13 and older)

Some MLTI Participants who are 13 years of age or older may already have their own personal Apple ID. They should use their Apple ID in the MLTI program. For users 13 or older who do not have an Apple ID, have the user follow the steps below to create an Apple ID that does not have a credit card associated to it.

1. Click iTunes Store (on the left side of the iTunes window), and pick your country by clicking the appropriate country flag located in the bottom-right corner of the main iTunes Store page.
2. Navigate to the App Store by clicking on App Store from the top navigation bar.
3. Important: Before proceeding to the next step, you must download and install a free application. To find a free application, navigate to the Top Charts column on the right side of the App Store window. Scroll down until you see the list of Free Apps. Select any application by clicking on it. Then, click Free App underneath the application icon.
4. In the pop-up window, click Create Apple ID.
5. You are directed to the "Welcome to the iTunes Store" screen. Click Continue.
6. You'll need to read and agree to the iTunes Store Terms & Conditions. Make sure you select the checkbox next to "I have read and agree to these terms and conditions."
7. Click Continue.

8. Enter your email address, create your password, continue to create and answer your security questions, and then enter your birthday.
9. You can also enter an optional rescue email address. If you frequently change email addresses, this is recommended.
10. Once you are satisfied with the information entered, click Continue.
11. Select None as the payment type.
12. Continue to fill out the required name and address fields.
13. You'll then see a "Verify your Account" screen. Click Done, and then check your email for a verification email from iTunes Store.
14. Open the email, and click the link enclosed in the email to activate your account.
15. Once you click on the link, the Apple ID website should ask you to sign in with your account name and password.
16. After signing in, you should see that your email address is associated with your Apple ID. A button labeled "Return to the Store" should appear.
17. Once you sign in, you'll then see the below "Congratulations" screen. Click Start Shopping to be taken to the App Store home page.

Resources

- Creating an iTunes Store, App Store, iBooks Store, and Mac App Store account without a credit card: <http://support.apple.com/kb/HT2534>
- Apple ID for Student administrative website: edu-appleid.apple.com/admin
- Apple Deployment Programs: deploy.apple.com
- Apple ID for Students: Institution Guide: http://images.apple.com/education/docs/u13_institution_guide_en_Feb14.pdf
- Parent Privacy Disclosure and Consent: <http://www.apple.com/privacy/parentaldisclosureconsent.pdf>
- Apple ID for Students Parent Guide: apple.com/education/docs/Apple_ID_Parent_Guide.pdf